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ADMINISTRATIVE
INTERNAL USE ONLY

70-4667

25 NOV 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Rendezvous Room Use for Retirement Parties

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 2.

2. We have made a study of the possible use of the Rendezvous Room for retirement parties, and it is our recommendation, based on these factors, that the Rendezvous Room not be made available for social functions:

a. The Rendezvous Room furnishings and equipment are the property of the cafeteria operator, Government Services, Incorporated (GSI).

b. Mr. Richard Billingsley, GSI Cafeteria Manager, has indicated that GSI would have no objections to our using the room for this type of party provided we accomplished the furniture arrangements and cleaning up required afterwards. However, he would prefer that the staffing for such affairs be handled by the Agency since his personnel generally leaves at 1530 hours, and an extension of this to cover the hours required for such affairs would be an extremely long day, and he doubts that his personnel would be interested in this overtime.

c. Staffing for such affairs could be handled by employees from the Executive Dining Room (EDR). However, as a general rule, only three of these employees have indicated a desire to work the overtime required. This number of employees has been satisfactory for the size and type of party hosted in the EDR but raises a serious question of their adequacy to service a large party in the Rendezvous Room with its greatly increased capacity. There is also a question of logistics in terms of preparing food in the EDR and transporting it to the Rendezvous Room since large parties would place a considerable strain on the EDR kitchen facilities and personnel in food preparation, transporting, and serving.

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SUBJECT: Rendezvous Room Use for Retirement Parties

d. The Rendezvous Room is located on the heavily traveled thoroughfare servicing the North Cafeteria, the only dining facility operating during the hours such affairs would be generally hosted. This could present problems of congestion and security. These latter problems would be compounded if these affairs were opened to visitors.

3. None of the above factors take into consideration the question of the possibility of serving liquor in the Rendezvous Room at such affairs. Unlike the EDR, which is located in a relatively secluded area and controlled and operated by Agency personnel, the Rendezvous Room, as noted, is located on a heavily traveled corridor and is subject to considerable scrutiny. The serving of intoxicants could create criticism of the Agency, particularly in the event of an accident or some indiscretion, and would, in our opinion, only compound the problem cited in support of our recommendation against expanded use of the Rendezvous Room.

4. As a matter of information, we might add that although in practice liquor is presently being served at these affairs in the EDR, this has not been regularized as one might expect since the Agency has not sought a waiver to federal regulation from the General Services Administration (GSA) as required. However, because of the unique character of the EDR and its operation exclusively by Agency personnel and limited use, there is reason to believe the current situation is under control. It is our opinion that this situation could not continue if liquor were permitted in the Rendezvous Room for the reasons cited above and that a waiver from GSA would be necessary. There is precedent for this waiver, should it be desired, in other agency cases, notably Department of Interior and Federal Aviation Administration.



John F. Blake
Director of Logistics

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The recommendation contained in paragraph 2 is approved.

John W. Coffey
Acting Deputy Director
for Support

Date

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SUBJECT: Rendezvous Room Use for Retirement Parties

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70. 4660

SECRET

OGC 70-1989

25 November 1970

MEMORANDUM FOR: Acting Deputy Director for Support

SUBJECT : Use of Alcoholic Beverages in the Rendezvous Room

25X1

1. As I reported to you several days ago, [redacted] and I called on Mr. Van Cleve, Regional Counsel for GSA, to ask his advice and assistance on our interest in being permitted to serve alcoholic beverages in the Rendezvous Room for parties and special occasions. We discussed this matter with him without reference to that room specifically, but referred instead to Headquarters generally. Mr. Van Cleve was very helpful and forthcoming. He indicated that the Administrator takes an affirmative attitude on requests for exemption from the prohibiting regulation and he thought a request almost certainly would receive a favorable response. He offered to go over with us a draft of our proposed letter to the Administrator. A proposed draft for that purpose is attached.

2. If you approve the draft, we will discuss it with Mr. Van Cleve. Further, we would ask that when it is formally transmitted to the GSA, Mr. Van Cleve attempt to shepherd it and to give us warning if there is any indication that a negative response is likely to be forthcoming. The thought here of course is that it would be better to withdraw the request than to have it turned down.

25X1

[redacted]

Associate General Counsel

Attachment

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

DRAFT
25 Nov 1970

25X1

Mr. Robert L. Kunzig, Administrator
General Services Administration
18th and F Streets, N. W.
Washington, D. C. 20405

Dear Mr. Kunzig:

This is to request an exemption from the prohibition of the General Services Administration regulation (41 C.F.R. 101-19.306) to permit the use of alcoholic beverages on the federal property occupied by this Agency at McLean, Virginia.

As you know, this Agency is headquartered in McLean and a major portion of its employees, including the Director and Deputy Director of Central Intelligence and their ranking assistants, are located here. In the course of the duties of the Director and Deputy Director and of other Agency officials and employees, there are occasions to meet with and to entertain foreign officials and individuals, as well as high-level officials of the United States Government and other Americans from private life. In addition, it is sometimes appropriate on the occasion of the reassignment of Agency employees to positions abroad or elsewhere or on their retirement or resignation that such employees be honored by parties or other ceremonies to which other Agency personnel and, on occasion,

persons from outside the Agency are invited. In many instances Agency employees whose CIA employment is publicly known and employees whose CIA employment is not revealed to outsiders would attend the same function. Security considerations thus require that certain of these functions not be held in public facilities. We request, therefore, an exemption from 101-19.306 to permit the use of alcoholic beverages on the CIA property at McLean for these purposes. We would maintain strict controls on such activities, with due regard for the protection of government property and for the reputation of the government and its employees.

We of course will be glad to submit any additional information or to meet with you or other GSA officials concerning this request.

Yours very truly,

John W. Coffey
Acting Deputy Director for Support

SECRETDIARY NOTESA-DD/S20 November 1970

Rendezvous Room: [redacted] called on Mr. Van Cleve, GSA General Counsel, today to discuss the legality of serving liquor here. Mr. Van Cleve believed that General Services Administrator Kunzig had granted a blanket exception to all Department and Agency heads but his staff was not able to turn this up while [redacted] was there. [redacted] believes that since the latest regulation is only a year old the blanket authority, if it existed, was rescinded by that time.) Mr. Van Cleve is to search further and advise. He did assure, however, that if no blanket authority is found there will be no difficulty in achieving a specific license. He offered to assist in drafting of the license request.

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JWC:llc

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downgrading and
declassification

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DE/ 70-4466

FILE

Bdg + M 10

5 NOV 1970

MEMORANDUM FOR: Chief, Support Services Staff, DD/S
SUBJECT: Publication of Proposed Headquarters
Notice: Use of the Messengers Room
Dining Facility

It is requested that the attached proposed Headquarters Notice be published. Any questions concerning the publication of this proposed Headquarters Notice may be addressed to [redacted] Assistant Chief, Logistics Services Division, OL, [redacted]

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[redacted]
Acting Director of Logistics

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Att
cc: EO-DB/S
D/Security

ADMINISTRATIVE -- INTERNAL USE ONLY

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DD/S

70-4493

ADMINISTRATIVE - INTERNAL USE ONLY

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This Notice Expires 30 June 1972

PERSONNEL

12 November 1970

USE OF THE RENDEZVOUS ROOM DINING FACILITY

1. The newly redecorated Rendezvous Room, located in Room 1F-83 of the headquarters building, is now open. It provides a buffet luncheon type of service daily from 1130 hours to 1330 hours. It may be used by cleared, badged Agency employees and their guests, properly escorted "V" badged visitors, and employees of the Fairbanks Highway Research Station.

2. The Rendezvous Room is a dining room featuring a fixed price luncheon. A la carte service is not available in this facility, and all personnel using the Rendezvous Room will be charged the set price for the luncheon.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

7S/ John W. Coffey

JOHN W. COFFEY
Acting Deputy Director
for Support

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This Notice Expires 30 June 1973

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SECURITY

November 1970

USE OF THE RENDEZVOUS ROOM DINING FACILITY

1. On Monday, 19 October 1970, the newly redecorated Rendezvous Room located in Room 1F33 of the Headquarters Building was reopened to provide a buffet luncheon type of service. The Rendezvous Room is open daily from 1130 hours to 1230 hours to all cleared, hedged personnel and their guests, employees of the Research Station Fairbanks Highway / , and properly escorted visitors authorized the use of the "V" visitor badge.

2. Unlike the North and South Cafeterias in the Headquarters Building to which employees may bring their own lunch or purchase individual dishes from an a la carte menu, the Rendezvous Room is a dining room featuring a fixed price buffet luncheon. Therefore, a la carte service will not be available in this facility, and all personnel using the Rendezvous Room will be charged the set price for the luncheon.

**John W. Coffey
Acting Deputy Director
for Support**

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§ 101-19.209

Title 41—Chapter 101

and to the Department of Health, Education, and Welfare.

§ 101-19.209 Report.

At the end of each fiscal year, the General Services Administration shall report to the Department of Health, Education, and Welfare, the total number of applications for vending stand locations received from State licensing agencies, the number accepted, the number denied, and the number still pending.

Subpart 101-19.3—Conduct on Federal Property

SOURCE: The provisions of this Subpart 101-19.3 appear at 29 F.R. 15981, Dec. 1, 1964, unless otherwise noted.

§ 101-19.300 Applicability.

These rules and regulations apply to all Federal property under the charge and control of the General Services Administration and to all persons entering in or on such property. Each occupant agency shall be responsible for the observance of these rules and regulations. (40 U.S.C. 318) [34 F.R. 17954, Nov. 6, 1969]

§ 101-19.301 Recording presence.

Except as otherwise ordered, property shall be closed to the public after normal working hours. Properties shall also be closed to the public in emergency situations and at such other times as may be necessary for the orderly conduct of the Government's business. Admission to properties during periods when such properties are closed to the public will be limited to authorized individuals who may be required to sign the register and/or display identification documents when requested by the guard, watchman, or other authorized individuals. [31 F.R. 7234, May 18, 1966]

§ 101-19.302 Preservation of property.

The improper disposal of rubbish on property; the spitting on property; the creation of any hazard on property to persons or things; the throwing of articles of any kind from a building; the climbing upon the roof or any part of the building; or the willful destruction, damage, or removal of property or any part thereof, is prohibited.

(40 U.S.C. 318) [34 F.R. 17954, Nov. 6, 1969]

§ 101-19.303 Conformity with signs and emergency directions.

Persons in and on property shall comply with official signs of a prohibitory or

directory nature, and, during emergencies, with the directions of authorized individuals.

§ 101-19.304 Disturbances.

The disorderly conduct on property, or conduct on property which creates loud and unusual noise, or which obstructs the usual use of entrances, foyers, corridors, offices, elevators, stairways, and parking lots, or which otherwise tends to impede or disturb the public employees in the performance of their duties, or which otherwise impedes or disturbs the general public from obtaining the administrative services provided on property, is prohibited. The occupant agency involved in a disturbance shall have the initial responsibility for coordinating the observance of this rule by the public.

(40 U.S.C. 318) [34 F.R. 17954, Nov. 6, 1969]

§ 101-19.305 Gambling.

Participating in games for money or other personal property, or the operation of gambling devices, the conduct of a lottery or pool, or the selling or purchasing of numbers tickets, in or on property, is prohibited.

§ 101-19.306 Alcoholic beverages and narcotics.

The entering on property or the operating of a motor vehicle on property, by a person under the influence of alcoholic beverage or narcotic drug is prohibited. The use of any narcotic drug on property is prohibited. The use of alcoholic beverage on property is prohibited except on occasions and on property upon which the Administrator of General Services has for appropriate official uses granted an exemption permit in writing.

(40 U.S.C. 318) [34 F.R. 17954, Nov. 6, 1969]

§ 101-19.307 Soliciting, vending, and debt collection.

The soliciting of alms and contributions, commercial soliciting and vending of all kinds, the display or distribution of commercial advertising, or the collecting of private debts, in or on property, is prohibited. This rule does not apply to national or local drives for funds for welfare, health, and other purposes sponsored or approved by the occupant agencies, concessions, or personal notices posted by employees on authorized bulletin boards.

(40 U.S.C. 318) [34 F.R. 17954, Nov. 6, 1969]

§ 101-19.307a Bills.

The distribution of pamphlets, handbills, or other printed matter without the authorization of the space where distributed. (40 U.S.C. 318)

§ 101-19.308 Advertising.

Photographs of commercial property occupying space occupied with the concern of the agency concerned. Exemptions apply. The rule prohibiting purposes may be used for the foreign graphs for advertising purposes may be permission of the agency occupying the photograph. (40 U.S.C. 318)

§ 101-19.309 Dogs and other animals.

Dogs and other animals shall not be on property for other than official purposes.

§ 101-19.310 Traffic.

(a) Drivers of motor vehicles shall be in proper manner at all times with the signals and all posted traffic signs.

(b) The block ways, walks, and stairs shall be kept clear of hydrants in order to be accessible.

(c) Except for emergency vehicles, no vehicle shall be parked on property without a permit. Parking in unauthorized locations reserved continuously in order to be accessible to the public may be subject to time, with the appropriate Regional issuance and posted directives as may be issued and posted. The same shall apply to a part hereof.